



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Klamath Basin Ecosystem Restoration Office
6610 Washburn Way
Klamath Falls, OR 97603
(541)885-8481 FAX: (541)885-7837

April 1, 2002

To All Parties Interested in Submitting Watershed Restoration Proposals:

The Department of the Interior, U.S. Fish and Wildlife Service (USFWS) is pleased to announce the Fiscal Year 2003 request for watershed restoration proposals (RFP) in southern Oregon and northern California. Funding is anticipated in three programs including: 1) Jobs-In-The-Woods (JITW); 2) Hatfield Restoration Program; and 3) Partners for Fish and Wildlife (PFW). Each program has different goals and eligibility requirements for funding which are explained in the color-coded sections of this application package.

Applications must be postmarked or received at the Klamath Basin Ecosystem Restoration Office (ERO) by Thursday, August 1, 2002.

Questions should be directed to: Curt Mullis, Akimi King, Mark Nigh, Sue Mattenberger, Andy Hamilton, Dave Ross or Faye Weekley at (541) 885-8481 in Klamath Falls; Paula Golightly or Greg Gray at (707) 822-7201 in Arcata; Todd Chaudhry at (530) 527-3043 in Red Bluff; or Brie Darr at (530) 842-5763 in Yreka. This Request for Proposals package is also available on the Internet at:
<http://www.klamathfallsfwo.fws.gov/ero/rfp2003.html>

Sincerely,

Steven A. Lewis - Project Leader
Klamath Basin Ecosystem Restoration Office
Refuge Complex

Phil Norton - Project Leader
Klamath Basin National Wildlife

GENERAL INFORMATION

Eligibility

Funding for these restoration programs is contingent upon congressional appropriations allocated to each program. Anyone is eligible to apply for these watershed restoration funds as long as the individual program requirements are met. The table on page four summarizes program eligibility and requirements. The color-coded sections for each program contain specific information and requirements.

Project proposals may be funded by the following programs:

Jobs-In-The-Woods Restoration Program (JITW) - Green Section

~\$620,000 which includes ~\$100,000 for watershed assessment projects

Hatfield Restoration Program - Pink Section

~\$880,000 which includes ~\$200,000 for watershed planning, assessment, geologic surveys, research, and monitoring projects, and ~\$65,000 for outreach and education projects

Partners for Fish and Wildlife Program (PFW) - Yellow Section

~\$150,000

Proposals will be evaluated to determine program eligibility. **Projects that are not cost effective will not be funded.**

Your proposal may be eligible for funding from more than one program, but you only need to fill out **ONE** application. If you choose to apply **only** for the PFW Program, **you only need to fill out the PFW form.**

PROJECT AGREEMENTS

Results of project work must be maintained for a minimum of 10 years with exceptions (certain outreach and education, assessment, and research type projects). Agreements for longer than 10 years are encouraged.

The Landowner, agency, or other entity that is the recipient of funds for the project is the Cooperator. A Cooperative, Intra-agency, or Inter-agency agreement is required between the USFWS and the Cooperator. This is a fiscal document that provides for the transfer of funds for the project, among other things. If the Landowner is not the Cooperator, then the Landowner,

Project Development Assistance

Technical assistance in developing your proposal is available from the USFWS. We strongly recommend you contact the closest office listed on the cover letter, for guidance and questions you may have regarding development of your proposal. Development of your proposal with the USFWS prior to submission will result in a better understanding of your project.

Submission Procedures

In order to qualify for Fiscal Year 2003 funding, your application must be postmarked or received by **Thursday, August 1, 2002**. Please submit ONE SINGLE-SIDED ORIGINAL of the complete application.

Please send your application packet to:

**Klamath Basin Ecosystem Restoration Office
6610 Washburn Way
Klamath Falls, OR 97603
Attention: Joni Drinkwater**

Regulatory Mitigation

Proposals for projects intended to satisfy mitigation for any regulatory requirement will not be considered for funding.

Monitoring

All on-the-ground projects must have an appropriate effectiveness monitoring component. Photo monitoring is the minimum requirement and advanced monitoring is encouraged.

The following table **summarizes** program **eligibility** and program **emphasis** according to project type and geographic area. **See the program information sheets in the color-coded sections for detailed descriptions of individual program requirements.**

PROJECT EMPHASIS	FUNDING PROGRAMS		
	Jobs-In-The-Woods (Green)	Hatfield (Pink)	Partners for Fish & Wildlife (Yellow)
On-the-Ground Restoration	Yes	Yes	Yes
Outreach and Education	No	Yes	Yes
Planning and Watershed Assessment	Yes, Assessment only	Yes	No
Research, Monitoring and Surveys*	No	Yes, if leads to habitat and/or water quality restoration	Yes, as a component of on-the-ground project
Reduce Drought Impacts	Yes, if project meets other JITW requirements	Yes, if project meets other requirements	Yes, if fish and wildlife habitat benefit
Economic Development & Stability	Yes, if project meets other JITW requirements	Yes, if project meets other requirements	No
Cost-share Requirement	Yes, non-federal cost-share required	Not required; however, cost-share beneficial to funding approval	Approximately 50% cost-share required
Geographic Area (see map on page 6 and additional information in color-coded sections).	Non-Federal lands in qualified timber dependent counties in Oregon and California	Klamath River Watershed at the OR/CA state line, including Lost River basin and Butte Valley with emphasis on projects upstream of Link River Dam	Southern Oregon and Northern California

Proposals for funding of project maintenance, land acquisition, and mitigation will not be considered for funding.

*For example: topographic, geomorphic, plant & animal surveys.

Proposal Evaluation and Selection Process

Hatfield and Jobs-In-The-Woods

Proposals will be evaluated based on a field review by technical experts. Proposals will then be ranked using a set of established criteria.

Proposals which are not funded through this RFP may be referred to other funding sources.

Partners For Fish and Wildlife

Proposals will be evaluated for eligibility and ranked using a set of established criteria.

Evaluation criteria

Generally proposals are ranked on the following criteria:

Contributes to species recovery	Landowner participation
Benefits habitat	Benefits community economics
Improves hydrologic function	Employment and training opportunities
Project Location	Outreach/education
Treats causative limiting factors	Cost-share
Technical design	Critical Landowner
Monitoring	Contract performance
Cost efficiency	

Administrative Issues that Apply to all Programs

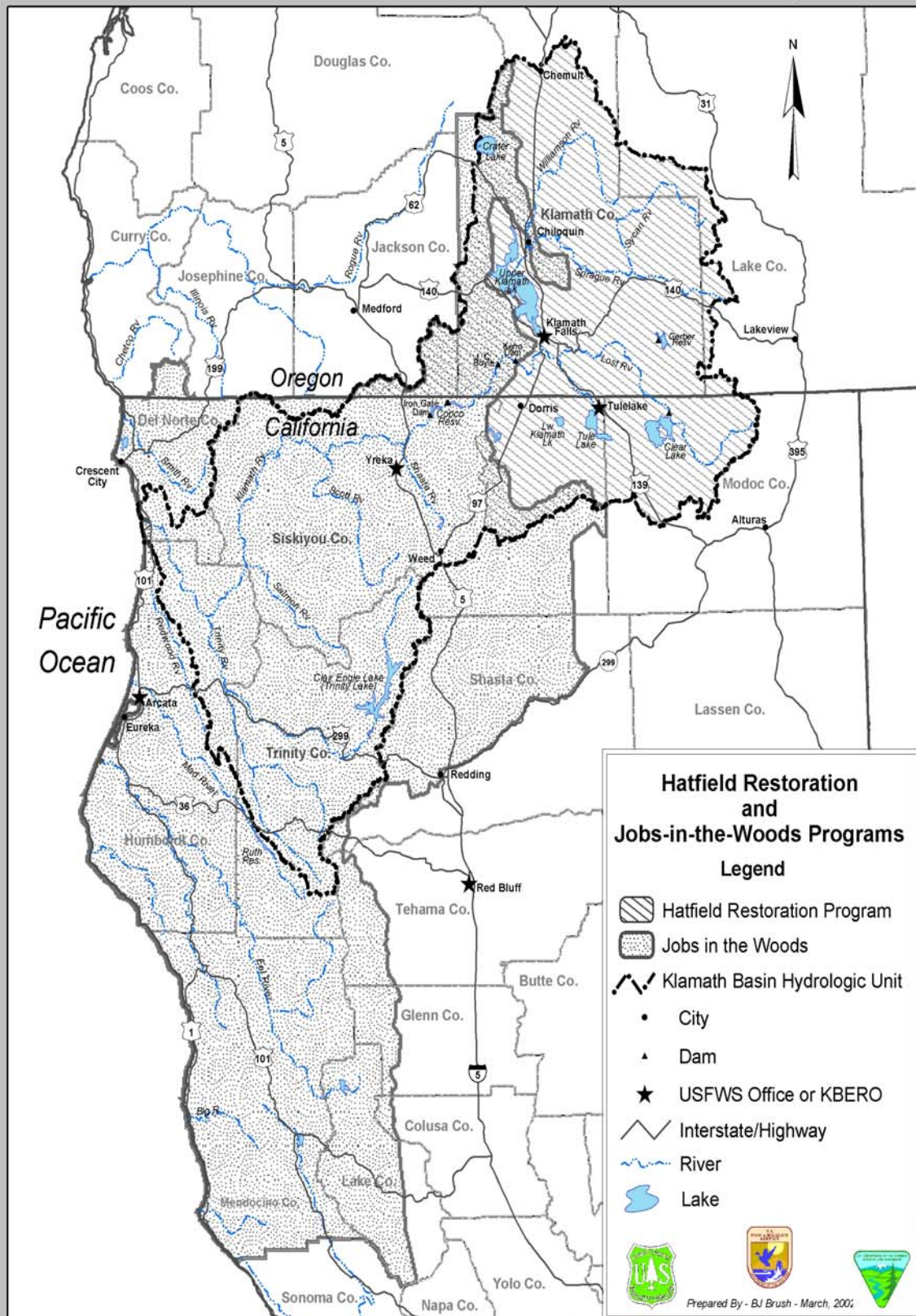
Administrative overhead expenses are those mandatory costs required by the cooperating agencies and organizations to support the primary organization. These costs should not exceed 15 percent of the amount requested. If a mandatory rate is not established for the cooperating agency, project specific operating costs should be listed as Operating Expenses on the Budget sheet. Project costs, qualifying in-kind, and cost-share contributions must be incurred only during project implementation and must be directly tied to overall project costs. All costs must be supported by appropriate invoices, purchase orders, and/or other records.

Environmental/Cultural Resource Requirements and Permits

The U.S. Department of Interior is responsible for ensuring that all funded watershed restoration projects meet applicable federal, state, and local environmental and cultural resource regulations, such as the National Environmental Policy Act, contaminants review, the Endangered Species Act, and the National Historic Preservation Act **before** project activities begin. Project site visits by restoration personnel are required to complete the mandatory environmental documentation.

Landowners, Cooperators, and/or land management agencies are required to secure any federal,

Klamath Basin/Northern California Watershed Restoration Programs



Jobs-In-The-Woods Watershed Restoration Program

Background

- ★ The Jobs-In-The-Woods (JITW) Watershed Restoration Program began in 1994 as part of the Northwest Forest Plan.
- ★ Federal funds are appropriated to the USFWS for implementation of the Program to support projects on non-federal lands within the range of the northern spotted owl. Projects funded are to employ displaced timber workers or workers from timber dependent communities.

Goals

- ★ Contribute to restoration, recovery and conservation of fish and wildlife species dependent upon riparian areas, wetlands and associated uplands.
- ★ Restore watershed processes and functions to improve the physical integrity of important physical, biological, and chemical features.
- ★ Provide long and short-term benefits to riparian areas, wetlands and associated uplands.
- ★ Benefit economies of forest dependent communities by providing employment and training opportunities.
- ★ Support and encourage partnerships with other agencies, watershed groups, and landowners interested in improving watershed conditions.
- ★ Encourage community outreach and promote environmental education experiences to foster long-term stewardship of natural resources.

Two categories of proposals will be considered for funding:

1) Watershed restoration projects. Approximately \$520,000 will be available for on-the-ground projects. **Proposals must focus on treatments in one or more of the following categories:**

a. *Road treatments and improvements that contribute to decreased sedimentation:* Treatments may range from full decommissioning to road upgrading. Upgrading may include removal of soil where there is a high potential of triggering landslides, modification of road drainage systems, culvert improvements, and removal or reconstruction of stream crossings.

restoration is inherently short-term and must be accompanied by riparian and up-slope restoration to achieve long-term watershed restoration.

2) Watershed assessment projects. Approximately \$100,000 will be available. Proposals will be accepted for specific assessments of in-stream habitat, riparian habitat, and upslope conditions. The project must result in a final document that identifies and prioritizes site specific watershed restoration projects. The proposal must be based upon completed watershed analyses or planning documents which identify a need for the assessment proposed. Examples of assessment activities include road inventory work to identify erosion sites contributing sediment to streams, and collection of information to identify fish passage problems.

Information

- ★ Proposals will be accepted from areas within the range of the northern spotted owl in the following timber dependent counties: Del Norte, Humboldt, Mendocino, Trinity, and selected portions of Siskiyou, Shasta, Glenn, Tehama, and Lake counties in *California* and Klamath County, *Oregon*.
- ★ Contribution by the USFWS for on-the-ground projects is usually not more than \$75,000 per project, although proposals for larger amounts will be considered and have been funded.

Requirements

- ★ Projects must provide employment or training to displaced workers or workers from designated timber dependent counties.
- ★ Projects must include cost share and/or in-kind contributions from non-federal sources, including landowners and other partners involved with the project.
- ★ Restoration projects and assessments must be based on a watershed analysis, assessment, or other watershed based evaluation for restoring ecosystem function.
- ★ Restoration projects and watershed assessment activities must include a monitoring component to evaluate project effectiveness.
- ★ Watershed assessments must result in the identification and prioritization of specific watershed restoration activities that, when implemented, will improve watershed function.
- ★ Projects must be based upon an accurate assessment of physical and biological processes and deficiencies within the watershed.

Hatfield Restoration Program

Background

- ★ In 1988, the shortnose and Lost River suckers were listed as endangered under the Endangered Species Act. A drought in 1992 caused great concern in the local community about the allocation of water for natural resources, refuges, agriculture, domestic uses, and Native American cultural uses and its effect on the local economies.
- ★ Former U.S. Senator Mark O. Hatfield established the Upper Klamath Basin Working Group (UKBWG). The focus of the UKBWG is to address ecosystem restoration and water quality, economic stability, and drought impacts. Funding became available for projects which address watershed restoration, and improved land management practices (including domestic farm and ranch operations), specifically water quality, quantity, and timing of release and habitat improvements.

Goals

- ★ Restore fish and wildlife habitat which contributes to the recovery and de-listing of threatened and endangered species with a focus on the Lost River and shortnose suckers.
- ★ Restore water quality, quantity, and timing of release necessary to support healthy riparian, aquatic, and wetland ecosystems in the Upper Klamath Basin.
- ★ Promote ecological projects which lead to economic stability and reduced impacts of drought.
- ★ Promote outreach and education activities which foster long term stewardship of natural resources, emphasizing water quality, endangered species, and wetland and riparian values. Projects that have an on-the-ground restoration or enhancement component will be given higher priority.
- ★ Emphasis will be placed on developing restoration projects on private lands.

Four categories of proposals will be considered for funding:

1) On-The-Ground Projects. Proposals must include effectiveness monitoring costs as a part of overall project costs.

2) Watershed Assessments, Monitoring, Research Projects, and Surveys. Approximately \$200,000 will be available. Proposals will be accepted for watershed planning or specific assessments of instream habitat, riparian habitat, and upslope conditions. Examples of assessment work include: *road inventory and assessment*;

Information

- ★ Priority will be given to riparian and wetland restoration projects that address water quality, quantity, and timing of release improvements in the Upper Klamath Lake sub-basin upstream of Link River Dam.

Requirements

- ★ Proposals must be compatible with the goals of maintaining, improving, or restoring animal and plant communities of the Upper Klamath Basin.
- ★ Project designs must be based on sound scientific and reasonable techniques.
- ★ Costs must be commensurate with the resource benefits.

Partners for Fish and Wildlife Program

Background

The USFWS has been working nationally in voluntary partnership with private landowners interested in restoring wetlands and other important wildlife habitats since 1987. The program has been expanded to include projects benefitting endangered species, anadromous fisheries, and neotropical migratory birds. For more information on the PFW program, check the following website: <http://partners.fws.gov/OVERVIEW/overview.html>

Goals

- ★ Implement and promote habitat conservation on private lands which benefit fish and wildlife species
- ★ Develop partnerships necessary to accomplish habitat conservation
- ★ Inform and educate the general public on the importance of habitat conservation and encourage their participation in these efforts

Information

- ★ Restoration projects may include, but are not limited to: restoring or enhancing wetlands; planting native trees and shrubs; planting native grasslands; installing fencing and off-stream livestock watering facilities; prescribed burning; and reconstruction of in-stream aquatic habitat.
- ★ Generally, projects are limited to \$25,000 or less.
- ★ Cost share may be monetary or in-kind contributions (i.e. material, labor, etc.).
- ★ Outreach and Education projects should be components of habitat improvement projects.

Requirements

- ★ Available for private land projects only. Funds are also available for Farm Service Agency easement projects on State lands.
- ★ USFWS contribution to project is generally limited to less than 50% of total cost.
- ★ On-the-ground projects must result in the restoration, enhancement, or creation of fish and wildlife habitats.

**PARTNERS FOR FISH AND WILDLIFE
PROGRAM APPLICATION**

1. Proposer information:

Name: _____

Address: _____

Phone: _____

2. Location of Project:

Legal Description: T _____ R _____ Sec(s) _____ County/State _____

3. Project Objective:

4. Project Description:

5. Benefits to fish and wildlife habitat:

APPLICATION

Information requested on this application may be subject to release to the general public. Your submission of an application for federal funds from the programs offered in this RFP authorizes the release of appropriate application information.

Instructions: You must submit your application(s) in the following format. Be clear, concise, and BRIEF when completing the application. Please read the questions *carefully*, and answer all items completely. Responses will be used to evaluate the proposals.

If you are applying for **Partners for Fish and Wildlife**, use the Partners for Fish and Wildlife Application at the end of the yellow section instead of the full application.

1. **Project Title:** Use a descriptive title which identifies the geographic area of the project.
2. **Project Proposer/Organization:** Name, title, address, city, state, county, zip code, telephone, fax, E-mail.
3. **Funding Requested (\$):** This is the total dollars you are requesting from USFWS.
4. **Other Contributions (\$):**
 - a. Non-Federal Cost-Share is a contribution by a landowner, non-federal agency, business, organization, or private individual of cash or labor, use of personal equipment, surveying, or other contributions that would otherwise require funds. Cost share contributions must be verifiable.
 - b. Other Federal Funds are those being contributed through another federal funding program.
5. **Location and Land Use:**
 - a. **Map:** Include a copy of a map that clearly shows the project location. If available, include a U.S. Geological Survey (USGS) 7.5 minute quad, including the quad name, and mark the project location on the map.
 - b. **Legal Description:** Provide all applicable Township, Range, Section, and Quarter Sections containing the project location. **Example:** *T45N, R5W, S15, SE 1/4.*
 - c. **Watershed:** Identify the smallest stream tributary and watershed(s) where the project will occur. **Example:** *Coho Creek, tributary of the Salmon River.*

road along the stream (source).

7. **Project Objectives:** Objectives should be measurable and quantifiable. It is important that your objectives address the goals of the program and are able to be monitored. **Example:** *The project will improve habitat for coho salmon and steelhead by decreasing input of sediment to Boulder Creek.*

8. **Project Description:**

Identify one: Be sure to indicate how the project would address drought and economic stability, if applicable.

On-the-ground restoration?

☐ Complete Part 8.A

Watershed assessment, surveys, research, or monitoring?

☐ Complete Part 8.B

Outreach and education?

☐ Complete Part 8.C

Part 8.A. On-the-Ground Restoration--Project Description and Proposed Treatment:

- 1) Describe what you are planning to do.
- 2) Identify methods and designs..
- 3) Quantify the area to be treated

Part 8.B. Watershed Assessment, Plan, Research or Monitoring--Project Description:

- 1) Describe what you are planning to do.
- 2) Identify methods and designs.
- 3) Reference assessments, planning information or other monitoring work already completed.
- 4) Identify specific products resulting from the assessment. **Example:** *Number of road miles inventoried and number of stream crossings to be treated.*

Part 8.C. Outreach and Education--Project Description:

- 1) Need: Identify how your proposed project will result in reaching program goals.
- 2) Target Audience(s): Identify the group(s) intended to benefit from your O&E effort (i.e. school children, teachers, general public, agencies/natural resource

9. **Applicable Watershed Analysis or Other Planning Document (if any, for the program you are applying to):** Identify the Watershed Analysis, Endangered Species Recovery Plan, Coordinated Resource Management Plan, Watershed Restoration Plan or other similar type document that identifies the causative limiting factors in the watershed. **Identify how the proposed activity fits into the plan. Provide a complete reference including Title, Author, Date, and Page.**
10. **Landowner Participation:** Provide the name and phone number of each landowner involved in this proposal. Indicate how landowners will participate in this project.
11. **Other Partners/Cooperators:** Identify all partners and explain the extent of their participation in the project.
12. **Land Management Plan:** Describe how the Landowner(s) plans to utilize the project area during the term of the agreement (e.g. grazing strategy in project area including season of use, number and type of livestock, watering strategy; water management regimes for wetland restoration).
13. **Relationship to Other Projects:** Describe how the project is complimentary (time and location) to other projects. Describe the relationship of the proposed project to any past, present, or planned restoration efforts on, adjacent to, or near the proposed project site.
14. **Monitoring Plan:** Proposals must include a plan to monitor project effectiveness. Identify the methods planned for monitoring the project. Monitoring must be designed to quantify the effectiveness of the project objectives.
15. **Project Schedule:** Provide the projected schedule of events (including in-stream work periods) from the beginning of the project through completion.
16. **Project Permit Requirements:** List all applicable permits required to implement your project.
17. **Community Outreach and Education Plan:** Identify and describe specific activities and time lines of community outreach/education activities.
18. **Employment and Training:** Describe employment and training benefits of the project. Please address the following items: a) number of workers to be hired, b) duration of employment, c) worker benefits, d) training opportunities, e) transferable training skills.
19. **Descriptive Photographs and Illustrations:** Provide photographic prints and/or slides, illustrations, designs, or videos of the project site(s).

20. **Budget:** Attach a completed budget (Appendix A). Costs must be reasonable and appropriate to the area and scope of the project. Inappropriate costs will be disallowed before evaluation.

INSTRUCTIONS FOR COMPLETING THE BUDGET WORKSHEET:

1. **Personnel Wages:** List wages by position title, number of hours for work on the project, the rate of pay and the total cost for each position.
2. **Subcontractors:** Identify subcontractors to be used on the project, if any. Identify the position title, kind of work they will do, rate of pay, and number of hours.
3. **Materials and Supplies:** Identify the number of items and costs per unit for each line item listed. Include such items as fencing materials, seedlings, etc.
4. **Operating Expenses:** Identify all expenses. All project specific operating expenses, such as permits, copying and postage should be identified here. All costs charged to the project must be incurred during the implementation of the project.
5. **Administrative Overhead Expenses:** Administrative overhead expenses should not exceed 15 percent of the funds requested. **Example:** *Rental fees for office space, water, and electricity.*

21. **Project Summary:** Attach a completed Summary Sheet (Appendix B).
Please attach Appendix B as the final sheet in your application package.

APPENDIX A: BUDGET

	USFWS Funds Requested	Other Federal Funds	Non-Federal Cost Share	
			Cash	In-Kind
1) Personnel: #Hours Hourly Rate				
Subtotal Personnel	\$	\$	\$	\$
2) Sub-contractors: #Hours Hourly Rate				
Subtotal Sub-contractors	\$	\$	\$	\$
3) Materials and Supplies: #Units Cost/Unit				
Subtotal Materials and Supplies	\$	\$	\$	\$
4) Operating Expenses:				

APPENDIX B - SUMMARY SHEET

Project Title:	
Name, Affiliation, Address, and Telephone Number of Applicant:	
Project Objective:	
Location: State: _____ County: _____ Watershed: _____	
USGS Quad Name _____ Township: _____ Range: _____ Section(s): _____	
Quantification of Area to be Treated:	Total Riparian Area _____ acres
Total In-stream Length _____ miles/feet	Total Upland Area _____ acres
Total Roads Treated _____ miles/feet	Total Wetland Area _____ acres
Project Description and Proposed Treatment:	
Employment and Training:	

